



Range: SG-18

Exempt

Date: May 17, 2012

FINANCIAL OPERATIONS MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Finance Department including accounting, revenue administration, treasury management, financial planning and budgeting; and to provide highly responsible and complex administrative support to the Financial Services Director and City Manager's office.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Financial Services Director.

Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for all Finance Department services and activities including the maintenance of central accounting systems, pre-audit, posting of expenditures, accounting controls, fiscal and capital budget, payroll, accounts payable, accounts receivable, revenue recovery, municipal billing, sales tax administration, fiscal reporting and research, and recommend and administer policies and procedures.
2. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
3. Represent the Finance Department to other City departments, elected officials and outside agencies; explain, justify and defend Finance Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
4. Plan, direct and coordinate the Finance Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
5. Manage and participate in the development and administration of the Finance Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and

supplies; monitor and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

6. Select, train, motivate and evaluate Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Assist in coordinating annual budget process; compile budget requests and verify accuracy and completeness of information.
8. Coordinate Finance Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence; provide financial support and assistance to City departments.
9. Provide responsible staff assistance to the Financial Services Director; prepare and present staff reports and other related correspondence.
10. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to payroll, accounts payable, accounts receivable, and general ledger programs, policies, and procedures as appropriate.
11. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of finance, accounting, and auditing.
12. Review, evaluate and recommend improvements to the City's administrative and financial internal control systems and procedures; ensure audit compliance.
13. Prepare a variety of financial reports and statements on City financial affairs prepare revenue, expenditure, debt, cost and other statements; prepare various financial reports and analyses requested by the Financial Services Director and City Manager.
14. Act as treasurer for the City; facilitate the receipt, deposit and investment of all City monies, together with record thereof under the direction of the Financial Services Director.
15. Assists in the management of the city's bond covenants and sales; as well as the fiscal implications of other contractual obligations of the City, such as development agreements, community facilities districts, and improvement districts.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
18. Maintain or perform website content function within assigned role.
19. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive finance program.
- Principles and methods of finance administration, particularly in the areas of accounting, budgeting, and auditing.
- Principles and practices of labor relations and personnel administration.
- Approved principles and standard practices of centralized, budgetary and accrual accounting, and treasury management.
- Modern office practices, procedures, methods, and equipment.

- Pertinent federal, state, and local laws, codes and regulations including laws regulating the financial administration of City government.
- Program analyses and revenue forecasting.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration.
- Advanced principles and practices of municipal budget preparation and administration.
- Advanced governmental accounting principles and practices.
- Sound principles and practices of financial auditing.
- Financial research and report preparation methods and techniques.
- Principles of supervision, training and performance evaluation.
- Government Accounting Standard Boards Statements.

Ability to:

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
- Plan, organize, direct and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Provide administrative and professional leadership and direction for the Finance Department.
- Identify and respond to community and City Council issues, concerns and needs.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient finance services.
- Prepare and administer large and complex budgets.
- Allocate limited resources in a cost effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Prepare clear, concise and accurate financial and administrative reports either orally or in writing.
- Develop and install sound accounting and related financial systems and procedures.
- Prepare and review complex financial statements, reports and analyses.
- Interpret and apply federal, state and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to completion of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in public accounting and financial work including at least three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or related field.